



Code: 0573
Family: Library
Service: Administrative
Group: Clerical, Accounting and General Office
Series: Library

CLASS TITLE: LIBRARY ASSOCIATE

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs paraprofessional librarian duties in a unit of the Chicago Public Library, and performs related duties as required

ESSENTIAL DUTIES

- Assists library patrons in using facility resources (e.g., the catalog of library materials, indexes and reference materials)
- Assists in developing and administering library programs and services (e.g., adult book discussion, library orientation, bibliographic instruction, children's programs)
- Performs collection maintenance activities including shelving and purging of library materials
- Assists in ordering and cataloging of books and materials
- Assists in arranging library displays and exhibits to publicize facility services
- Conducts research on bibliographic data using library databases and the Internet
- Conducts library orientation and bibliographic instruction through the use of printed materials and electronic resources
- Prepares documentation and information about library activities (e.g., records, reports, promotional flyers, bulletin boards)
- Assists at the circulation desk as needed (e.g., charging for library materials, maintaining inventory of supplies, processing interlibrary loans, reserves, and holds)
- Promotes library programs and services (e.g. visiting area schools and community organizations)

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's Degree.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- Public library environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to push gurneys and book carts

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- on-line library systems
- reference services and resource policies, procedures, and practices
- library cataloging, classification, and circulation procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *SERVICE ORIENTATION - Actively look for ways to help people

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2013